

**JOB POSTING**  
**MADISON COUNTY YOUTH CENTER**

August 29, 2016

**DAY/EVENING REPORTING AFTERCARE CASE MANAGER**

**JOB DESCRIPTION:** Establishes and maintains communication with placing agent, Day/Evening Reporting staff, schools, service providers, and community organizations. Provides case management services to youth released from Day and Evening Reporting; coordinates continuity of care with established services; links youth and families to appropriate services within the community; monitors goals and progress of youth and families; collects and analyzes program statistics. Prepares a monthly report for Day/Evening Reporting and placing agent; completes all other required documentation as assigned. Serves as Youth Care Specialist in Day/Evening Reporting when time and caseload require. Performs other related duties as assigned.

**JOB REQUIREMENTS:** Ability to effectively communicate orally and in writing, being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to work independently or with others in a team environment, work on several tasks at the same time and prepare detailed reports and documentation. Ability to follow oral and written instructions and to complete assignments effectively amidst frequent distractions and interruptions. Knowledge of and ability to work with cases of chemical dependency, substance abuse, potential suicide, and physical, sexual, and emotional abuse. Ability to respond swiftly, rationally, and decisively to emergency situations despite the possibility of exposure to violent/irate individuals and situations involving potential physical harm to self and others. Working knowledge of the juvenile code, criminal justice system, and child welfare system preferred.

**EDUCATIONAL REQUIREMENTS:** Bachelor's degree in education, psychology, social work, sociology, criminal justice, or related field preferred; however, individuals working toward a degree or with prior related case management experience may be considered.

**HOURS:** Generally, mid-shift Monday through Friday; however, hours will fluctuate based on the needs of the youth, families, and unit. Applicants must be flexible and willing to come in early and stay late when needed. Applicants must also be willing to work in other departments when the population warrants. If a temporary transfer to another department is deemed necessary, the days and hours of work may change and may include evenings, weekends, and overnights, depending on the needs of the department of assignment.

Internal Applicants: Letters of interest should be hand delivered to Administrative Supervisor, Cindy Spegal by **4:00PM Monday, September 12, 2016** to ensure consideration. All letters of interest will be dated and time stamped in the presence of the applicant upon receipt.

External Applicants: Letters of interest or applications should be submitted to: Madison County Youth Center ATTN: Cindy Spegal, 3420 Mounds Road, Anderson, IN 46017 or [cspegal@madisoncounty.in.gov](mailto:cspegal@madisoncounty.in.gov) by **4:00 p.m. Monday, September 12, 2016**.

*Madison County Youth Center is an Equal Opportunity Employer  
Madison County Youth Center participates in E-Verify*